

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-04-J133 POSITION: Program Monitor, DS-301-11/12

OPENING DATE: 09-29-04 CLOSING DATE: 10-12-04

IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE: SALARY RANGE: DS-11 \$43,053-\$55,495 PA
DS-12 \$51,612-\$66,494 PA

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: DS-12

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), OD, ODDLM, LMA, CPAMD

DURATION OF APPOINTMENT: | Permanent | Term (13 months to 4 years) NTE: Four (4) years
| Temporary (Up to 1 year, Not-to-Exceed) |

X | This position IS in the collective bargaining unit represented by **AFSCME - LOCAL 2401** and you may be required to pay an agency service fee through an automatic payroll deduction.

| This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent determines if contractors are matching the needs of children with the appropriate caregivers and maintaining the numbers and types of placement resources stated in the contract. Monitors improvement in the quality, appropriateness and utilization of private providers' foster homes. Reviews and evaluates contractors' systems for complying with expected care standards, to include completion and update of current case plans; visitation rates, referrals for adoption or rates of finalized adoption, reunification rates and ICPC compliance. Participates in permanency, transfer and disruption staffings and for contractors' exclusive use of licensed foster homes. Participates in monthly meetings with vendors to discuss issues, clarify expectations, improve responsiveness and quality assurance and enhance inter-agency cooperation. Provides training, technical assistance and consultation to providers and CFSA staff as needed and contributes to the development of Scopes of Work for various Request for Proposals (RFP). Participates in the contracting process by screening, rates and ranking vendor proposals to help determine which vendors will be awarded contracts. Reviews deliverables specified in the contracts, including monthly and quarterly program related performance reports. Evaluates and assesses detailed data and reports. Reviews contractors' licensing and approval processes for foster and group homes to ensure the placement of children in legally certified facilities, as mandated by the specific jurisdiction. Discharge duties with flexible hours to ensure compliance to ODDLM Policy and regulations.

QUALIFICATION REQUIREMENTS:

- One (1) Year of specialized experience in child welfare or other human services program equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.
- Candidate with a Masters Degree in Social Work (MSW) is desired.
- Must possess a valid Driver's License

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Comprehensive knowledge of community resources, including Healthy Families and Thriving Community Collaboratives and local child placing agencies and ;
2. General knowledge of contracting procedures and various methods of program assessment;
3. Knowledge of theories and methods of psychosocial assessment and intervention, and best practices in foster care and adoptions;
4. General knowledge of local, state and federal laws and regulations affecting child welfare, including foster parent licensing and child-placement agency licensing; and
5. Skill in mediating and negotiating between parties in conflict or effective interpersonal skills to interact with agency representatives, other staff and the public.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

<u>MAIL TO:</u>	Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
<u>TO APPLY:</u>			
<u>FAX TO:</u>	(202) 727-5750	<u>WEB SITE:</u>	www.cfsa.dc.gov
<u>EMAIL TO:</u>	cf saj obs@cf sa-dc.org	<u>TELEPHONE:</u>	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES
